

~~CONFIDENTIAL~~

Chief, Management Staff

19 January 1956

Chief, Records Management Staff

Weekly Report - Week Ending 18 January 1956

1. A review of requisitions for safe filing equipment with the Office of Logistics and the area records officer for DD/P has resulted in a cancellation of requirements for 14 safes. These would have cost the Agency \$4350.00.

25X1A9a

2. Mr. [REDACTED] requested us to develop 7 new forms for their project. These will be used primarily in overseas operations.

3. The Office of Logistics has issued an instruction changing the frequency of their activity reports from weekly to monthly. This will eliminate a considerable amount of time required in the preparation of activity reports.

4. A preliminary review of the inventory reports made in the DD/I area indicates that they have 127 reporting requirements. So far, we have earmarked 31 of these for possible revision or elimination and will discuss them with Mr. [REDACTED] office.

25X1A9a

25X1A9a

5. The area records officer in the Office of the Comptroller has forwarded to us for approval their records control schedule for the Budget Division.

6. DD/P has stored 1500 cubic feet of their inactive records in the Records Center. This is the equivalent of 187 file cabinets.

25X1A9a

[REDACTED]

25X1A9a

[REDACTED]

~~CONFIDENTIAL~~